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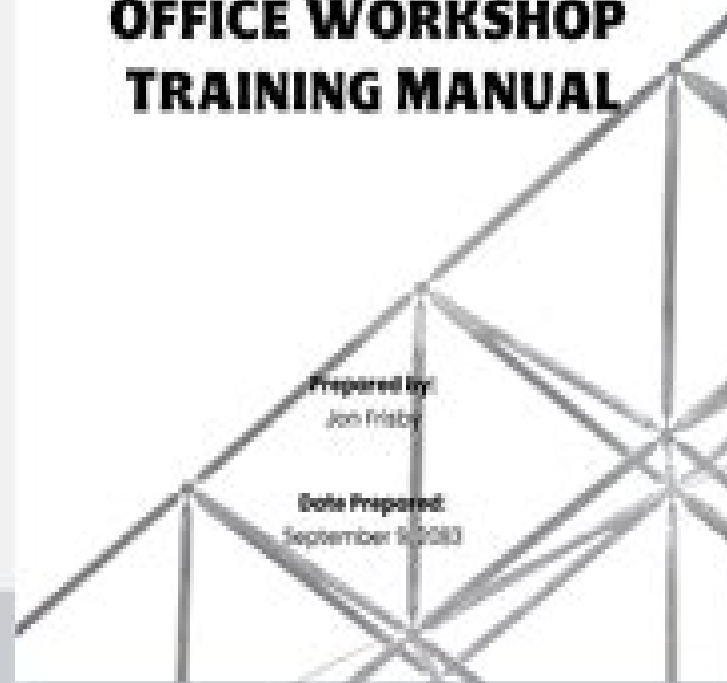


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Prepared by:
Jon Frisby

Date Prepared:
September 9, 2023



Microsoft Office Training Manuals

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VBA Automation for Excel 2019 Cookbook Mike Van Niekerk, 2020-09-18 A comprehensive guide to gaining a 360 degree overview of the VBA programming language and learning how to build your own programs for automating routine tasks Key Features Extend the capabilities of Excel and other Office applications with the help of Microsoft VBA Take your Excel programming skills to the next level by creating custom applications with dialogue boxes and the range object Automate repetitive and monotonous office work with VBA Excel programming Book Description Visual Basic for Applications VBA is a programming language developed by Microsoft to automate tasks in MS Office applications This book will help you to focus on the essential aspects of your role by automating mundane tasks in Excel and other Office applications With comprehensive coverage of VBA delivered in the form of practice problems and bite sized recipes this book will help you to hit the ground running Unlike most books that assume prior programming experience this book starts with the fundamentals and gradually progresses to solving bigger problems You ll start by becoming familiar with VBA so that you can start recording macros right away With this foundation in place you ll advance to using the full capabilities of the language as you apply loops functions and custom dialog boxes to design your own automation programs You ll also get to grips with embedded macros and other advanced tools to enhance productivity and explore topics relating to app performance and security Throughout this VBA book you ll cover multiple practice projects in Excel Word and PowerPoint while exploring tips and best practices to hone your skills By the end of this book you ll have developed the skills you need to use VBA to create your own programs that control MS Office applications What you will learn Understand the VBA programming language s role in the context of the MS Office suite Discover various aspects of VBA programming such as its terminology syntax procedures functions and forms Investigate the elements features and characteristics of the VBA Editor to write and edit custom scripts Automate Excel sheets with the help of ranges Explore error handling and debugging techniques to catch bugs in your programs Create and use custom dialog boxes to collect data from users Customize and extend Office apps such as Excel PowerPoint and Word Who this book is for This book is for experienced Excel users business analysts finance professionals and business users looking to boost their productivity by learning VBA programming to automate repetitive tedious or complex tasks No prior programming experience is required to get started with this book *Learn Microsoft Office 2019* Linda Foulkes, 2020-05-29 Publisher s note This edition is based on MS Office 2019 and does not make use of the most recent features in MS Office 2021 A new second edition updated for MS Office 2021 including new topics and the latest productivity feature enhancements for Office web and desktop has now been published Key Features Explore MS Office to enhance productivity and boost your professional development Get up and running with the new and improved features in Microsoft Office 2019 Discover how to overcome common challenges when working with Office 2019 applications Book Description Learn Microsoft Office 2019 provides a comprehensive introduction to the latest versions of Microsoft Word Excel PowerPoint Access and

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Microsoft Office Training Manuals Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Microsoft Office Training Manuals**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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